

Department of Veterans Affairs

Work-Study Allowance Program



Supervisor Handbook

November 2010

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Work-Study Contact Information

Hours of Operation:

8:00 A.M. to 5:00 P.M. CST

Monday through Friday

E-mail: workstudy.vbamus@va.gov

Fax: (918) 781-7868 or (918) 781-7785

Telephone Number: (918) 781-7878

This number is for Work-Study site supervisors only. Please do not give this number to students.

Mailing address:

Work-Study Department
Muskogee Regional Processing Office
125 South Main
Muskogee, OK 74401

What is the Work-Study Allowance Program?

The Work-Study Allowance Program offers an additional allowance to students in return for performing VA-related activities. It serves as a supplemental VA education benefit and often provides the additional funding that allows a student to pursue educational goals.

Work-Study students earn an hourly wage equal to the federal minimum wage or the state minimum wage, whichever is greater.

Who is eligible to participate in the Work-Study Allowance Program?

To participate in the Work-Study Allowance Program, the student must be receiving benefits under one of the following education programs:

- Title 38, U.S.C., chapter 30: The Montgomery GI Bill
- Title 38, U.S.C., chapter 31: Vocational Rehabilitation
- Title 38, U.S.C., chapter 32: The Post-Vietnam Era Veterans' Educational Assistance Program
- Title 38, U.S.C., chapter 33: The Post-9/11 GI Bill
- Title 38, U.S.C., chapter 35: Dependents' Educational Assistance Program
- Title 10, U.S.C., chapter 1606: The Montgomery GI Bill – Selected Reserve
- Title 10, U.S.C., chapter 1607: The Reserve Educational Assistance Program

The student must be enrolled in and pursuing an approved college degree, vocational or professional program of education at a rate of $\frac{3}{4}$ time or greater.

NOTE: Neither federal employees nor students receiving VA education benefits while participating in an internship program are eligible to participate in the Work-Study Allowance Program.

What locations can be approved as Work-Study sites?

Work-Study sites include, but are not limited to Department of Veterans Affairs offices, National Cemeteries, VA Medical Centers, veteran clinics, educational institutions, Department of Labor offices, and some Department of Defense facilities.

What duties can a Work-Study student perform?

Work-Study students must only be assigned tasks that require 100% performance of VA-related activities.

Work-Study students are assigned to a specific work site per the application and Job Description and cannot perform work at any other location. Assigning Work-Study students to other locations is cause for withdrawal of the work site.

VA Facilities: There is no limitation as to the VA-related duties for Work-Study students at any VA facility, including, but not limited to Department of Veterans Affairs Regional Offices, national cemeteries, VA medical centers, and VA clinics. The Work-Study student must be under the direct supervision of a VA employee and the activities must be directly related to VA.

Educational Institutions: The Work-Study site must offer approved programs of education as an Institution of Higher Learning or a Non-College Degree facility. All work performed by the Work-Study student must directly assist with processing of VA paperwork, VA outreach, or gathering of information needed to fulfill VA reporting requirements. Work-Study students must be supervised by the school's designated VA certifying official.

Department of Defense, Coast Guard or National Guard Facilities: Only those Work-Study students receiving educational assistance under chapters 1606 and 1607 may participate in the Work-Study Allowance Program at these facilities. The student can perform activities relating to administering chapters 1606 or 1607 education benefits. The Work-Study student must be supervised by a DoD, Coast Guard, or National Guard official. The job description form must be accompanied by a list including names and file numbers of all personnel currently receiving chapter 1606 and/or chapter 1607 education benefits.

Other Non-VA facilities: Other non-VA facilities can only use Work-Study students for disseminating information (outreach) on VA benefits and services and providing assistance to individuals in obtaining these benefits. Work-Study students at these facilities cannot process paperwork or engage in other administrative duties.

Can Work-Study duties include providing transportation?

Under no circumstance can a Work-Study student be authorized to operate a motorized vehicle of any kind (including but not limited to automobiles, golf carts, forklifts, etc.), during the performance of Work-Study duties.

In addition, transportation to and from the work site is not covered under the Work-Study agreement.

How does a student apply for the Work-Study Allowance Program?

1. Student should locate a work site and determine if an available Work-Study opportunity exists.
2. Supervisor at the work site must be willing to hire and supervise the student.
3. Student will complete [VA Form 22-8691, Application for Work-Study Allowance](#), if the work site supervisor agrees to hire the student. The application is included in this handbook or can be found at <http://www.vba.va.gov/pubs/forms/VBA-22-8691-ARE.pdf>. If the electronic application is completed, include the work site name and address along with the name of the site supervisor in block 11 of the form.
4. Supervisor must complete the “[Job Description](#)” form found in this handbook.
5. Fax the completed application and Job Description forms to VA at 918-781-7868 or 918-781-7785 or email completed documents to workstudy.vbamus@va.gov.

Students needing assistance locating a work site, may call VA at 1-888-442-5112 (1-888-GIBILL1) Monday through Friday from 7:00 A.M. to 7:00 P.M. CST.

What happens after VA receives the application and Job Description?

Once VA receives the student’s Work-Study application and the Job Description, the forms are reviewed for accuracy. If all documentation is complete and eligibility is confirmed, the Work-Study application is processed.

Upon approval of the Work-Study application, VA will initiate a Work-Study contract, VA Form 22-8692, STUDENT WORK-STUDY AGREEMENT (STUDENT SERVICES) to the work site. This contract will be signed by the VA Education Officer and will clearly state the maximum number of hours the student may work and the time frame in which the hours must be worked.

For example: “I, **WORK-STUDY STUDENT**, agree to perform **240** hours of service for the Department of Veterans Affairs (VA) during the period starting on or about **10/15/2010** and ending no later than **12/15/2010**.

VA will fax the contract to the Work-Study site supervisor. The student must also sign the contract. The site supervisor should obtain the Work-Study student’s signature. The student-signed contract should be returned (preferably faxed) to VA for completion.

Upon receipt of the student-signed contract, VA will generate and fax to the site supervisor a “[TIME RECORD \(WORK-STUDY PROGRAM\), VA Form 22-8690](#).”

IMPORTANT

THE STUDENT CAN ONLY BEGIN WORKING AFTER THE CONTRACT IS SIGNED BY THE STUDENT AND RETURNED (FAXED) TO VA.

HOURS WORKED PRIOR TO RECEIPT OF THE STUDENT-SIGNED CONTRACT WILL NOT BE PAID.

All Work-Study documents, including applications and time sheets, are processed in order of receipt.

If the application is denied, a letter explaining details of the denial will be sent to the student and/or the site supervisor.

How many hours can the student work?

Generally, the student will work during their dates of enrollment, however, in some cases, it may be possible for the student to work up to 30 days before the actual start of classes.

If the student is enrolled in a program of education that spans an entire calendar year, the maximum number of hours of Work-Study service is limited to 1,300 hours in any 12-month period.

How are Work-Study payments made?

The site supervisor will fax the Work-Study student's TIME RECORD to the VA. Hours to be paid should be submitted in 50 hour increments. For example, the site supervisor will submit the time sheet at the end of student's first 50 hours worked, then at the end of 100 hours, 150 hours, and so on. The final time record may be for less than 50 hours if less than 50 hours remain to complete the contract, or if the Work-Study contract is terminated before completion of all hours. No fax cover sheet is needed unless special instructions are required. The fax numbers provided are used exclusively by the Work-Study team.

Once the faxed TIME RECORD is received, calculated hours are confirmed. If mathematical errors are found, the time sheet will be faxed back to the site supervisor for correction. VA cannot make timecard corrections.

All Work-Study documents, including applications and time sheets, are processed in order of receipt. VA strives to process all claims as quickly as possible. Actual processing timeframes will vary depending upon current workload.

VA enters the student's hours worked and amount to be paid into the payment systems and electronically transmits the data to the Department of the Treasury.

Once the pay information is received by Treasury, the Work-Study student can generally expect a direct deposit within about 3 to 5 business days. The direct deposit will be sent to the same account as other VA education benefits.

NOTE: Direct Deposit is not available for ch35 claimants.

If the student does not have direct deposit established a paper check will be issued. Paper checks are generally received in about 7 to 10 business days. It is critical student's address is current. Any address changes must be reported to VA as soon as possible.

Educational institutions may subsidize the wages of students participating in the Work-Study Allowance Program. VA Work-Study students may be paid separately by the school at a rate reflecting the difference between the amount payable by VA and the amount which the school otherwise pays to non-VA Work-Study students performing similar services.

What are advance payments?

Work-Study students may elect to be paid in advance for 40% of the number of hours in their Work-Study agreement, or a 50 hours, whichever is less. The advance payment is recouped from the first regular Work-Study payment.

If the Work-Study student requests advance and is presently working under an existing contract, the current contract must be closed and a new contract opened. The final time sheet for the current contract should be accompanied by a new application for the new contract.

Advance pay cannot be issued on an extended contract. A new contract is required.

What are the responsibilities of a Work-Study site supervisor?

- Read and understand the Work-Study Allowance Program Supervisor Handbook
- Provide direct supervision to VA Work-Study students
- Ensure the Work-Study student is trained to perform the duties as stated in the approved Job Description

- Ensure the Work-Study student does not begin working prior to the assigned start date as shown in the first paragraph of the contract and/or item 4A of the TIME RECORD
- Maintain the Work-Study student's time record
- Initial the TIME RECORD as new entries are recorded, confirming cumulative total hours worked in 15 minute increments (i.e. .25 for 15 minutes; .50 for 30 minutes and .75 for 45 minutes)
- Ensure the Work-Study student does not work more than the maximum number of hours allowed on the contract as shown in the first paragraph of the contract and/or item 5 of the TIME RECORD
- Ensure the Work-Study student does not work past the end date of the contract as shown in the first paragraph of the contract and/or item 4B of the TIME RECORD
- Ensure all correspondence is printed in dark ink and legible
- Fax TIME RECORD to VA for payment
 - If the faxed TIME RECORD will be the last submission for the Work-Study student because the maximum numbers of hours have been worked or student will not be returning for any other reason, write, "**FINAL**" on the TIME RECORD.*
- Maintain Work-Study files for 3 years following the last date worked
- Report Work-Study student's address change to VA

Site supervisors may wish to consider developing their own written "agreement" to be reviewed with and signed by the Work-Study student. This agreement could outline your site's expectations of the Work-Study student. Examples of [site agreements](#) are included in this handbook.

What if a Work-Study student is injured on the job?

Work-Study students performing duties at their assigned work site will be considered a VA employee for the purpose of receiving benefits under the provisions of (Compensation for Work Injuries) chapter 81 of title 5, U.S.C. As such they are entitled to compensation benefits due to personal injury sustained while in the performance of duty or compensation for employment-related disease.

A Work-Study student wishing to file a claim for workman's compensation must complete a Form CA 1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. This form must be completed and returned to the VA within 30 days of the incident. If the Work-Study student is incapacitated, this action may be taken by someone acting on his/her behalf.

Please contact a VA Work-Study representative as soon as you are aware of the incident.

Where can I get help?

The Work-Study Department is available from 8:00 A.M. to 5:00 P.M. CST, Monday through Friday, excluding federal holidays.

Site supervisors may telephone the Work-Study team at 1-918-781-7878. This number is for site supervisors only and should not be used by Work-Study students.

Work-Study students inquiring on their payments should call VA's toll-free education hotline, 1-888-442-4551, or submit a written inquiry through the Q&A feature of the GI Bill website, www.gibill.va.gov.

Work-Study students inquiring on the status of their application or time sheet should contact the site supervisor who may contact VA, if needed.

Frequently Asked Questions

Q: How is a Work-Study contract initiated?

A: Student must complete and submit VA Form 22-8691, Application for Work-Study Allowance. The site supervisor should complete and submit the Job Description form. Both forms should be faxed to 918-781-7785. Once these documents are received and processed by VA, a contract will be faxed to the work site for the student to sign. The signed contract should be faxed back to VA. Upon receipt of the signed contract, VA will fax a time record to the site supervisor.

Q: Who is responsible for the Work-Study Time Record?

A: The site supervisor is responsible for maintaining the time record and ensuring the record is up-to-date and accurate.

Q: Can the Work-Study student begin working without a contract?

A: No. Hours worked prior to receipt of the signed contract cannot be paid.

Q: How is the number of contract hours determined?

A: The hours approved in the contract are based on the student's term dates, or the date we receive the application (whichever is the latest), at 25 hours per week during the enrollment period.

Q: What determines the start and end dates of a contract?

A: If the term has already begun, the start date of the contract is the date we receive the application. The ending date of the contract is the ending date of the term.

Q: The Work-Study student's contract ends in a few days. How do we get another contract?

A: Send in the final time sheet and a new application. Make sure this time sheet is marked, "FINAL."

Q: Can the Work-Study contract be written for more than one enrollment period?

A: Yes. The contract may be written for the length of the enrollment submitted by the school up to a maximum of 1,300 hours for a 12 month period.

Q: What if the student does not have verification of school enrollment to submit with the application for Work-Study?

A: Submit the Work-Study application. We will contact the school to confirm enrollment. Work-Study contracts may be initiated based on verbal certification from the school official.

Q: How does the Work-Study student request advance pay?

A: Advance pay should be requested when the application is submitted. VA will advance pay up to 50 hours. The Work-Study student would submit his first time sheet for payment processing when he has worked 100 hours. Earnings from the first 50 hours will be used to repay to the advance payment. Student would receive payment for the 2nd 50 hours.

Q: What happens if the Work-Study student received advance pay and terminates prior to working 50 hours?

A: VA will make every effort to allow the Work-Study student to work off the debt. If VA is unsuccessful, a debt will be created and processed in the same manner as any other education debt.

Q: What happens if the Work-Study student drops below $\frac{3}{4}$ time?

A: If the student tells you they are no longer attending school at $\frac{3}{4}$ time or greater, you will notify VA. In some cases, VA will decide to allow the student to continue working through the end of their contract. No new contract will be initiated if the student is not attending at least $\frac{3}{4}$ time.

Q: Who approves work sites?

A: VA's Work-Study Coordinator will review and approve or disapprove sites based on the Job Description form submitted by the site supervisor.

Q: Can a Work-Study student change work sites?

A: Yes, provided the new site is approved for Work-Study and has an opening for a Work-Study. All changes must be approved by VA's Work-Study coordinator.

Q: Who is responsible for supervising the Work-Study student?

A: Every location must have a full time paid employee designated as the work study site supervisor.

Q: How long does it take for time sheets and applications to be processed and how long will it take for payment to be received?

A: Work-Study documents, including applications, contracts, and time sheets, are processed by VA in order of receipt. VA makes every attempt to process all documents as quickly as possible. However, the actual time frame varies depending upon current workload.

Once VA processes time records and submits the information to Treasury, direct deposits are generally received in 3 to 5 business days and hard copy checks are generally received in 7 to 10 business days.

Q: What are the Work-Study student's duties?

A: Duties depend on the site's approved job description. The work site supervisor may assign other duties as long as they fall within the scope of the approved job description.

Q: What happens if VA receives an incomplete time sheet or a time sheet with mathematical errors?

A: Any time sheet that is not complete or has errors, will be re-faxed back to the sender for completion or correction. Hours submitted in less than 50 hour increments will not be paid unless it is the "FINAL" time sheet.

Q: Are Work-Study students allowed to transport veterans in motor vehicles?

A: Absolutely not. Work-Study students are strictly prohibited from operating any form of motorized vehicle in performance of their duties.

Handbook Attachments

- [VA Form 22-8691, APPLICATION FOR WORK-STUDY ALLOWANCE](#)
- [Job Description form](#)
- [VA Form 22-8690, TIME RECORD \(WORK-STUDY PROGRAM\) EXAMPLE ONLY](#)
- [Sample Work-Study Student and Work Site Agreement “A”](#)
- [Sample Work-Study Student and Work Site Agreement “B”](#)
- [Frequently Used Acronyms, Terms and Definitions](#)

Additional Resources

- GI Bill Web Site: www.gibill.va.gov
- Work-Study Program (GI Bill website):
<http://www.gibill.va.gov/resources/education-resources/programs/work-study-program.html>



Department of Veterans Affairs

APPLICATION FOR WORK-STUDY ALLOWANCE

(Under Chapters 30,31,32, or 35, Title 38, U.S.C.; Chapters 1606 and 1607, Title 10.; and section 903 of Public Law 96-342)

PART I - IDENTIFICATION INFORMATION

1. NAME OF APPLICANT (First, Middle, Last)	
2. MAILING ADDRESS OF APPLICANT (Number, and street or rural route, city or P.O., State and 9 digit ZIP Code)	3A. VA FILE NUMBER (For chapter 35, enter the veteran's file number. Be sure to include the suffix indicator. For chapter 30 dependent's transfer cases, enter the file number of the person who transferred entitlement to you)
	3B. SOCIAL SECURITY NUMBER (If not shown in Item 3A)
	3D. SEX OF APPLICANT <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
3C. DATE OF BIRTH OF APPLICANT (Month, Day, Year)	4B. PLEASE PROVIDE THE HOURS THAT VA CAN REACH YOU
4A. TELEPHONE NUMBER (Include Area Code)	DAYTIME EVENING
5. EDUCATION BENEFIT RECEIVING	
<input type="checkbox"/> CHAPTER 30 (Montgomery GI Bill - Active Duty) <input type="checkbox"/> CHAPTER 35 (Dependents Educational Assistance) <input type="checkbox"/> TRANSFER OF ENTITLEMENT PROGRAM (Parent or Spouse Entitled to Chapter 30 Benefits) <input type="checkbox"/> CHAPTER 31 (Vocational Rehabilitation) <input type="checkbox"/> CHAPTER 1606 (Montgomery GI Bill - Selected Reserve) <input type="checkbox"/> CHAPTER 32 (Veterans Educational Assistance Program) <input type="checkbox"/> CHAPTER 1607 (Reserve Educational Assistance Program)	

PART II - SCHOOL INFORMATION

6A. NAME AND COMPLETE ADDRESS OF SCHOOL		6B. CURRENT ACADEMIC OR TRAINING PROGRAM	
7. CURRENT ENROLLMENT INFORMATION		8. NEXT ENROLLMENT PERIOD YOU PLAN TO ATTEND	
A. BEGINNING DATE (Month, Day, Year)	B. ENDING DATE (Month, Day, Year)	A. BEGINNING DATE (Month, Day, Year)	B. ENDING DATE (Month, Day, Year)

PART III - WORK STUDY INFORMATION

9. ADVANCE PAYMENT - DO YOU WANT AN ADVANCE PAYMENT? (See instructions for information on advance payment on reverse under "How Much Can I Earn?")																			
<input type="checkbox"/> YES <input type="checkbox"/> NO																			
10. HAVE YOU EVER PARTICIPATED IN THE VA WORK-STUDY PROGRAM BEFORE? (If "YES," please state where you worked)	11. WORK SITE PREFERENCE (Tell us the school, VA facility or other government facility where you would prefer to do VA related work. Be specific as many facilities have the same name or perform the same services in different locations or cities.)																		
<input type="checkbox"/> YES <input type="checkbox"/> NO	PRINT SUPERVISORS NAME:																		
12. WORK EXPERIENCE (Tell us about the jobs you had before, other than VA work-study jobs. Please be as specific as possible. If you have no work experience, place "NONE" in this space. If needed, attach a separate sheet with your work-history)	13. SPECIFY THE DAYS AND HOURS DURING THE WEEK YOU ARE AVAILABLE TO WORK																		
	<table border="1"> <thead> <tr> <th>(X)</th> <th>DAYS</th> <th>WHEN AVAILABLE (From & To)</th> </tr> </thead> <tbody> <tr><td></td><td>MONDAY</td><td></td></tr> <tr><td></td><td>TUESDAY</td><td></td></tr> <tr><td></td><td>WEDNESDAY</td><td></td></tr> <tr><td></td><td>THURSDAY</td><td></td></tr> <tr><td></td><td>FRIDAY</td><td></td></tr> </tbody> </table>	(X)	DAYS	WHEN AVAILABLE (From & To)		MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY	
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	TUESDAY																		
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	FRIDAY																		
14. QUALIFICATIONS (Tell us about any special qualifications you have based on your education or work experience. Include any experience in information technology. Also, tell us what kinds of jobs interest you. If needed, attach a separate sheet with this information)																			
15. SIGNATURE OF APPLICANT (Do not print)	16. DATE SIGNED																		

PRIVACY ACT INFORMATION: VA will not disclose information collected by this information collection to any source other than what has been authorized by the Privacy Act of 1974 or Title 38 Code of Federal Regulations 1.526 for routine uses as identified in VA's system of records, 58 VA 21/22, Compensation, Pension, Education and Rehabilitation Records - VA as published in the Federal Register at http://www.va.gov/privacy/system_of_records/58va21.asp. An example of a routine use allows VA to send educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training. Your obligation to respond is "required to obtain or retain benefits". We cannot pay you any work-study benefits until we receive this information (38 U.S.C. 3485). Your responses are confidential (38 U.S.C. 5701). Any information provided by applicants may be subject to verification through computer matching programs with other agencies.

Respondent Burden: We need this information to determine your eligibility for VA work-study benefits. Title 38 United States Code allows us to ask for this information. We estimate that you will need an average of 15 minutes to review the instructions, find the information, and complete the form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet page at www.whitehouse.gov/omb/library/OMB/INVA.EPA.htm#VA. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this information collection.

VA FORM
NOV 2005

22-8691

EXISTING STOCKS OF VA FORM 22-8691, NOV 2002,
WILL BE USED.

FAX TO: 918-781-7868 / 7785

Job Description

Name:	File Number:
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Print Supervisor Name:	
Work Site Name:	
Address:	
City:	State & Zip:
Telephone Number:	Fax Number:

Description of Duties: <i>(what duties will Work-study student perform to assist veterans?)</i>
FAX TO: 918-781-7868 / 7785

Supervisor Signature:	Date:
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Fax with a completed Application (VA Form 22-8691) to: Work-study Department, 918-781-7868 / 7785

Sample Work-Study Student and Work Site Agreement “A”

AS A VA WORK-STUDY STUDENT, I UNDERSTAND THE FOLLOWING:

1. I must be receiving VA educational benefits as a $\frac{3}{4}$ time student or greater. If I drop a class and fall below the $\frac{3}{4}$ time rate, I will immediately notify VA and my site supervisor. Failure to do so may result in an overpayment of benefits which I may be responsible to repay.
2. I cannot begin working until I sign the agreement contract for the current term. I can work only within the contract dates. I cannot work more hours than allowed in the contract.
3. I understand that my Work-Study check will be mailed to the address on the contract unless I have established direct deposit. I agree to notify the VA and the Work-Study site supervisor if my address changes.
4. I must update my time record each day I work. I will ensure my supervisor initials my time record that same day.
5. I must submit my time card in no less than 50 hour increments.
6. If I have any questions concerning my Work-Study contract or Work-Study payment, I will contact my site supervisor or I will call the VA at 1-888-442-4551.

Work-Study Student

Date

Work-Study Site Supervisor

Date

EXAMPLE ONLY

Sample Work-Study Student and Work Site Agreement “B”

REMINDER FOR VA WORK-STUDY STUDENTS

NEW HOURS OR ADVANCE PAY WILL NOT BE PAID UNTIL THE
SIGNED WORK-STUDY AGREEMENT (CONTRACT) IS RECEIVED
IN THIS OFFICE.

Be sure to read, understand the terms, and sign the VA Work-Study Contract and initial the following as it applies:

_____ 1. If I apply for and receive an advance pay, I must work a total of 100 hours before an additional payment will be processed.

_____ 2. When my supervisor submits a time record on my behalf, it will be processed as quickly as possible. If I have a question on my payment, I will call the VA at 1-888-442-4551.

_____ 3. I have received and signed a copy of my VA Work-Study contract.

_____ 4. Payments will not be processed for hours worked before the start of the contract or after the ending date of the contract.

_____ 5. Payments will not be processed for hours that exceed the number of authorized hours as shown on the time record.

_____ 6. Extended Contract: If I choose to continue in the Work-Study Allowance Program, I must submit a new VA Work-Study Application to my supervisor, prior to the end of my current contract.

_____ 7. When I reduce my training to less than $\frac{3}{4}$ time or terminate my training, I will notify the VA and my Work-Study site supervisor.

_____ 8. All concerns regarding Work-Study issues will be addressed to (name of site supervisor).

I have read and understand my duties and responsibilities as a Work-Study student.

Work-Study Student

Date

Work-Study Site Supervisor

Date

**EXAMPLE
ONLY**

Frequently Used Acronyms, Terms and Definitions

CERT – General term used for any VA certification

38 CFR – Code of Federal Regulations governing VA

Certifying Official or School Certifying Official – The person(s) designated to sign enrollment certifications and other documents relating to VA benefits

DD Form 214 - The Certificate of Release or Discharge from Active Duty that is prepared at the time an individual completes a period of active duty in one of the Armed Forces

DD Form 2384 (Notice of Basic Eligibility or NOBE) – Form given to members of the Selected Reserve by their National Guard or Reserve unit confirming eligibility for Montgomery GI Bill – Selected Reserve benefits

Enrollment Period – The interval of time during which a veteran or eligible person is enrolled in an educational institution and is pursuing his or her program of education

Entitlement - The number of months a student is eligible for VA education benefits

File Number – The number assigned by VA to identify a claimant's records. The Social Security Number (SSN) is the VA file number for most veterans.

VA-ONCE – Internet based application used to submit enrollment certifications and notices of change in student status to VA

Facility Code – Identifying number assigned to institutions approved to provide education or training to eligible veterans and dependents

IHL (Institution of Higher Learning) – A college, university, technical or business school offering instruction at the postsecondary level that leads to an associate or higher degree

Kicker (College Fund) – Additional money added to an individual's education fund by the Department of Defense to encourage enlistment or retention in the Armed Forces

NCD (Non-College Degree) – Any institutional vocational/educational training not leading to a standard college degree

SAA (State Approving Agency) – An agency appointed by the Chief Executive of a state to approve institutional programs of education and training for payment of benefits under the various laws administered by VA

TIMS (The Image Management System) – The system by which all education paper documents are scanned into digital files